



## APPOINTMENTS

### APPOINTMENT CHECKLIST FOR NEW HIRES:

1. All new employees need to log on to our website <http://www.tlcgroup.com/>, wherein, we have an online Appointment form that has a structured CV format. All new employees need to fill in the required details in order to complete the Appointment process
2. Before a formal Appointment letter can be issued, the employee is required to send the below listed documents to [appointments@tlcgroup.com](mailto:appointments@tlcgroup.com):

- Copy of CV/Resume
- Two Passport size photographs
- Proof of Identity with Address Proof
- Passport
  - Driving License
  - Election Card
  - Educational Certificates
- Highest educational qualification
  - Professional Degree or Diploma (if any) Pan Card No.
- Pay slips of the last organization (last three months)
- Relieving/Experience Letter of last organization
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#### PF DECLARATION FORM

- - Applicable to all employees who have their Basic salary less than Rs. 15,000/- per month
  - This is a compulsory contributory fund for the future of the employee after his/her retirement
  - Also for the employee's dependents in case of his/her early death

#### ESI DECLARATION FORM

- - All employees who have their CTC less than Rs. 21,000/- per month are covered under this scheme
  - Similarly all employees who are on a per hour employment with the company, and are under Rs. 101 per/hour, would be covered under this scheme
  - This is to help provide Medical relief
  - Also to help provide Compensation for fatal employment injuries